

## Human Resources Division and Diversity Office

### Job Risk Assessment Priority List

JRA#	Title	Tasks	Priority
JRA-01	Walking	Walking to parking lots, in hallways and in offices, entrance stairs; Walking on sidewalks and other outdoor paved surfaces	Low
JRA-02	Office Work	Computer work – typing using a mouse; Phone use; Desk work; Manual office tasks – filing, copy machine, hole punch, staplers, printers, light manual lifting of office supplies, equipment, storage boxes	Low
JRA-03	Driving	Entering/exiting parked vehicles; Driving personal vehicles site; Entering/exiting gates	Medium
JRA-04	Lifting and Bending tasks	Pulling out heavy file drawers; Bending over to pull out the bottom file drawers; Lifting of filled boxes for archiving	Medium
JRA-05	Shredding Paper	Heavy volumes of shredding of sensitive records by all groups	Medium

### Facility Risk Assessment Priority List

FRA#	Title	Locations	Priority
FRA-01	Administrative Building with general office occupancy	Building 185/185A	Low
<a href="#">FRA-02</a>	Conference/Meeting: Accommodations are in good repair and well maintained.	Conference and meeting facilities in Buildings 185/185A	Low
<a href="#">FRA-03</a>	General Fire Issues & fire protection throughout facility. Fire protection systems inspected and are well-maintained		Medium